

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	ISSUED 1/08	REVISED 4/09	CHAPTER 9	SECTION 9.10
CHAPTER Chapter 9. The Monitoring Visit		SUBJECT Termination and Disqualification			

If a shelter or sponsor has not taken timely action to fully and permanently correct the serious deficiency(ies), the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) will notify the shelter’s or sponsor’s executive director and chairman of the board, responsible principals and other responsible individuals that MDHSS-BCFNA is proposing to terminate the shelter’s or sponsor’s contract and to disqualify the shelter, sponsor, responsible principals and responsible individuals from future participation in the CACFP. The notice of proposed termination will include the basis for the proposed termination, an explanation that, if the shelter or sponsor voluntarily terminates the contract after receiving notice of the proposed termination, the shelter/sponsor and the responsible principals and the responsible individuals will still be disqualified. The procedures for seeking an administrative review (appeal hearing) will be provided with the seriously deficient notice. A shelter or sponsor will have 15 days from the date of notice of the proposed termination to request an administrative review (appeal). See Chapter 12 for more information on appeals.

When the time for requesting an administrative review expires, or if/when the Administrative Hearing Official (Hearing Officer) upholds MDHSS-BCFNA’s proposed termination and disqualification, MDHSS-BCFNA will notify the shelter’s or sponsor’s executive director, chairman of the board, responsible principals or responsible individuals that the contract has been terminated and that the shelter/sponsor, the responsible principals and responsible individuals have been disqualified.